

## **1210.23 Centrally Prepared Warrants**

Issued January 1, 1994

SUBJECT: Centrally Prepared Warrants.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide guidelines for the procedures and conditions that must be met when a State department or agency desires that a centrally prepared warrant be returned to the requestor, or when it needs to enclose materials with a vendor warrant.

CONTACT AGENCY: Department of Treasury-Financial Operations Division, Disbursements Section.

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### **SUMMARY:**

- The Department of Treasury will not return warrants to the agencies. All warrants are mailed directly to the payee, except when:
  - Warrants must be personally presented along with legal documents (i.e., court orders), or land transactions; or
  - Travel reimbursements (i.e., warrants to reimburse an employee for travel expenses) must be deposited to the imprest cash checking account to repay a travel advance. Travel reimbursements which do not need to be deposited into an imprest cash checking account should be mailed directly to the employee's residence.
- On occasion an agency may find it is essential to enclose materials with a vendor warrant. If 25 or fewer vendor warrants are involved, an agency may, with the prior approval of Treasury, send the materials to be enclosed to the Financial Operations Division, Disbursements Section. The material to be stuffed must be accompanied by a memo listing the payment voucher number, warrant number, issue date and amount associated with the warrant to be stuffed. If more than 25 warrants are involved, the agency, with the prior approval of Treasury, must bring the material to the Disbursements Section and assist in the stuffing, or arrange to reimburse Disbursements for the cost of the additional handling.

APPLICABLE FORMS: A-30, Payment Voucher.  
A-30C, Continuous Payment Voucher.  
A-30A, Payment Voucher Continuation Sheet.

### **PROCEDURES:**

#### **Agency:**

- Verifies that the warrant to be returned meets 1 of the following criteria:
  - The warrant must be personally presented along with legal documents (i.e., court orders, land purchase documents).
  - The travel reimbursement must be deposited to the imprest cash checking account in repayment of travel advance.
  - It is essential to enclose materials with the warrant(s).
- Telephones the Manager, Disbursements Section, Financial Operations Division of the Department of Treasury to obtain approval for returning a warrant to the agency, or that the agency plans to enclose materials with a warrant. Informs Administrator of the warrant number, issue date and payment voucher number. Confirms the call with a memo.

- Enters an "X" in the "SPECIAL HANDLING " on the bottom line of the Payee Name and Address space on the payment document.

Performs normal batching functions of documents.

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Distribution Date: 1-6-97  
Procedure 1210.23